**MS Excel Tennis Portfolio - Part 1**

The process to collect each woman’s data was the same. But the numbers were different. When I collected the data for each woman, I went to the Women’s Tennis Association (WTA) website. Then, I navigated to the “Players” tab, clicked on the player’s name, selected the “Matches" tab, and selected the "Filter by Year" drop-down menu. I started with the first year and ended with the current year. I saved my workbook with each woman’s name. I split my workbook into worksheets, where I named the worksheet with the year. The first worksheet starts with the year that each woman made her debut on the tour and the last worksheet ends with the current year. In each worksheet, I had the following headings listed:

* TOURNAMENT
* SURFACE
* ROUND
* OPPONENT
* RESULT
* SCORE